**TERMS OF REFERENCE**

**for Individual contract**

International Technical Advisor

for Environment and Sustainable Development Programme

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| **POST TITLE:** | International Technical Advisor |
| **AGENCY/PROJECT NAME:** | UNDP/Environment and Sustainable Development Programme  |
| **PERIOD OF ASSIGNMENT/SERVICES:**  | 6 months between November 2019 - May 2020  |
| **COUNTRY OF ASSIGNMENT:** | Timor-Leste  |
| **STARTING DATE:** **LOCATION:****DUTY STATION:** | 20 November 2019UNDP Timor-LesteDili, Timor-Leste |

1. **PROJECT TITLE:** Environment and Sustainable Development Programme
2. **PROJECT DESCRIPTION:**

Timor-Leste is a small half-island country which is one of the 10th top countries most vulnerable to climate change. Every year, Timor-Leste experience increased temperature, heavy rainfall, sea level rise, landslides, floods, soil erosion, and drought which result in loss of lives and livelihoods of the rural population. Moreover, manmade factors such as traditional slash and burn farming method, forests over exploitation for fuelwood, and waste disposal in to uncontrol open landfills presents significant risk to the environment. Thus, poverty reduction and economic diversification is possible only if the environment is well protected and natural resources are well managed in a more sustainable manner that does not destroying the nature.

The Environment/Sustainable Development Programme of UNDP Timor-Leste in partnership with the Government of Timor-Leste is currently implementing several projects on sustainable energy, climate change, sustainable management of natural resources and waste, marine/ biodiversity conservation, disaster risk management, and the Rio Conventions cross cutting capacity development project, and other new projects.

1. **OBJECTIVE OF THE ASSIGNMENT/SCOPE OF SERVICE**

The principal responsibility of the International Technical Advisor is to support the CO Sustainable Development team and the National Project Coordinators in project design/development, implementation and monitoring of several new and ongoing projects on renewable energy, marine protected areas/biodiversity conservation/protection, waste management/recycling, and the Rio Conventions cross cutting capacity development project, climate proofing infrastructures, and other new projects.

Specific responsibility will include:

* Assist the CO Management and Programme Manager with drawing up of Terms of Reference (ToRs) for technical consultancies as well as development of RFQs; and assist in the recruitment process
* Undertake technical review of project outputs (e.g. studies and assessments) and support development of project progress reports;
* Support the National Project Coordinators during projects implementation in the provision of technical supervisory function to the work carried out by national and international consultants hired by the projects.
* Assist the National Project Coordinators in the preparation of the Project Progress Reports, AWPs, and terminal evaluation processes for submission to UNDP, the GEF and Government Departments, as required;
* Assess in designing/formulation of concept notes/proposals for resource mobilizations for potential scaling up of the ongoing/new projects
* Conduct assessment and economic analysis of the existing renewable energy/improved cook stoves subsidy scheme and propose way forward including development of a potential reduced subsidy to ensure sustainability after project closure
* Conduct economic analysis of the Waste Management facility, and capacity gap/need assessments, and development of a sustainable business model to ensure sustainability
* Provide technical input to inception workshop and inception report of the ATSEA project including development
* Perform other task as requested by UNDP Senior Management.
1. **EXPECTED OUTPUTS AND DELIVERABLES**

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|  | **Expected Key Performance Indicators (KPIs)** | **Number of Days** | **Due date** | **Review & Approval** |
| **1** | * Consultancy work plan developed/ submitted and discussed with management.
* Project progress reports of the Biomass project, Rio Convention cross-cutting project, and the recycling promotion pilot projects developed/submitted.
* AWPs of Biomass project, Rio Convention cross-cutting project, ATSEA, and the recycling promotion pilot projects developed/submitted in close coordination with Project Coordinators.
 | One month | By end of Dec 2019 | UNDP Programme Manager and RR/DRR |
| 2 | * Assessment report on the impact of the current renewable energy/improved cook stoves subsidy scheme (including recommendation/propose way forward and development of a potential reduced subsidy to ensure sustainability after project closure)
* Concept note and proposal developed for potential partners on poverty reduction/sustainable economic development
 | One month | By end of January 2020 | UNDP Programme Manager and RR/DRR |
| 3 | * Sustainability/exit strategy on the way forward for sustaining the result/impact of the Biomass project developed
* Terminal evaluation of the Biomass project reviewed, and management responses drafted and submitted to UNDP
 | One month | By end Feb 2020 |  |
| 4 | * Capacity needs assessment of the waste management facility conducted and submitted
* A sustainable business model and strategy developed to ensure sustainability of the Waste Management Facility
 | One month | By end March 2020 | UNDP Programme Manager and RR/DRR |
| 5 | * Concept note and proposal developed for potential scaling up of this recycling promotion pilot project
* Trained recycling business/ entrepreneurs on how to conduct feasibility study which is essential for business development
 | One month | By April 2020 | UNDP Programme Manager and RR/DRR |
| 6 | * A set of ToRs for recruitment of international and national experts/consultants and RFQs/RFPs/ITBs for procurement of equipment for ongoing projects including GCF, ATSEA, CCCD.
* Provide technical input for evaluation of applications and recommend best potential candidates
 | One month | By May 2020 | UNDP Programme Manager and RR/DRR |
|  | Total | 6 months |  |  |

1. **INSTITUTIONAL ARRANGEMENTS**
* Under the overall guidance of the UNDP Timor-Leste Resident Representative, the Consultant will work closely with the Programme Manager/Team Leader of Sustainable Development with the final approving authority for the outputs of the consultant.
* The IC will maintain pro-active communications with the responsible officer in UNDP and provide an interim report, highlighting main findings and any specific concerns or issues that need to be addressed during subsequent meetings and discussions.
* UNDP will not provide any equipment but will arrange for office facilities, support personnel, and logistical support during the consultancy duration.
* In-country travel may be required as part of the assignment.  Payment of travel costs and provision for accommodation allowance will be agreed upon, between UNDP and the Consultant prior to travel.
1. **DURATION OF ASSIGNMENT**

The assignment will be for a period of 6 months between **November 2019 to May 2020 in Timor-Leste.**

The consultant must be available for regular meetings with the CO management, programme unit and implementing partners, stakeholders, as well as field visits to municipalities for consultation and discussion purposes. Arrangement for such visits will be coordinated by the consultant with the project team based on project work plan/schedule.

1. **DUTY STATION**

Dili, Timor-Leste.

##### QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

Education:

* Advanced university degree (Master, PhD is an advantage) relevant to the thematic area (e.g. Environment, Economics/business development, Energy, Science, Physics, Climate Change, Business, or other relevant degree)

Professional Experience:

* A minimum of 10 years’ international working experience relevant to the above thematic area of climate change mitigation and adaptation, economic and/sustainable development
* Excellent analysis and formulation skills; proven record of at least three official economic analysis and/or reports or papers/studies in the relevant area;
* At least 3 years of experience managing and/or advising climate change adaptation and mitigation projects such as sustainable energy, economic/business development, marine biodiversity conservation, Rio Convention cross-cutting capacity development, and sustainable waste management.
* Experience in providing technical and advisory support as well as capacity building support/training on topics related to economics, climate change, or another relevant field.
* Previous experience working in the UN/UNDP system is an advantage

Language Requirements:

* Fluently in spoken and written English.

Other Competencies:

* Excellent interpersonal and networking skills, including the ability to liaise effectively at project management levels;
* Ability to communicate and function effectively in an international, multicultural environment;
* Ability to work effectively in a team
* Strategic vision, strong technical and analytical capabilities;
* Strong reporting and writing abilities;
* Ability to work in a team, develop synergies and establish effective working relations with government counterparts, donors, NGOs and other development partners;
* Openness to change and ability to receive/integrate feedback
* Ability to accommodate additional demands on short notice;
* Ability to work under pressure and stressful situations;
* Ability to manage heavy workload and solve complex problems with minimum supervision.
1. **SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS**

**Lump Sum Amount**

The financial proposal must be expressed in the form of a lump sum all-inclusive cost linked to deliverables specified in TOR Section C, supported by a breakdown of costs as per the template provided.

If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

**Schedule of payments**

Payments will be made each month (from November 2019 to April 2020) upon submission of monthly consultancy report, and completion and acceptance by UNDP, each deliverable as per the timeline mentioned in section D (expected outputs and deliverables).

##### RECOMMENDED PRESENTATION OF OFFER

Individual consultants interested in the assignment must submit the following documents to demonstrate their qualification:

1. **Duly accomplished Letter of Confirmation of Interest and Availability** using the template provided by UNDP (the template to be downloaded from the procurement notice link);
2. **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (2) professional references (to be downloaded from the procurement notice link);
3. **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided (the template to be downloaded from the procurement notice link).

**Kindly note that any Incomplete proposal (missing CV/P11 and/or Financial Proposal) will not be considered for further evaluation.**

##### CRITERIA FOR SELECTION OF THE BEST OFFER

The candidates will be evaluated based on the following methodology:

Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70% and combined with the price offer which will be weighted a max of 30%. Only candidates obtaining a minimum of 49 points of the technical criteria will be considered for the financial evaluation.

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| **Technical Criteria** | **Maximum obtainable points** | **Weight Percentage** |
| **Education:**  |
| Advanced university degree (Master, PhD is an advantage) relevant to the thematic area (e.g. Environment, Economics/business development, Energy, Science, Physics, Climate Change, Business, or other relevant degree) | 15 | 15% |
| **Years of Experience and Knowledge of Sector:** |
| A minimum of 10 years’ international working experience relevant to the above thematic area of climate change mitigation and adaptation, economic and/sustainable development  | 15 | 15% |
| Excellent analysis and formulation skills; proven record of at least three official economic analysis and/or reports or papers/studies in the relevant area; | 15 | 15% |
| At least 3 years of experience managing and/or advising climate change adaptation and mitigation projects such as sustainable energy, economic/business development, marine biodiversity conservation, Rio Convention cross-cutting capacity development, and sustainable waste management.  | 10 | 10% |
| Experience in providing technical and advisory support as well as capacity building support/training on topics related to economics, climate change, or other relevant field. | 10 | 10% |
| Previous experience working in the UN/UNDP system | 5 | 5% |
| **Total technical score** | **70** | **70%** |
| Financial: **30%** | **30** | **30%** |
| Final Score | **100** | **100%** |
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1. **APPROVAL**

**This TOR is approved by**:

Signature

Name and Designation

Date of Signing